

## Task Order Progress Report

Task Order Number	0073
Task Order Title	Cherokee County OU8 Superfund Site, Cherokee County, KS
Task Order Type (Ceiling or FP)	Ceiling
Period of Performance	March 6, 2017, through July 31, 2017

This Task Order Progress Report is for the Remedial Design, Cherokee County Operable Unit (OU)8 Superfund Site, in Cherokee County, Kansas. This Report summarizes work performed during the reporting period as well as financial information relative to Contractor compliance with the negotiated schedule and budget detailed in the Task Order Proposal (Revision 1) submitted to EPA Region 7 by HydroGeoLogic, Inc. (HGL) on January 27, 2017, in response to the Task Order Statement of Work (SOW) issued by the EPA Contracting Officer. Activity on this Task Order is summarized in Sections 1 through 5 and augmented by summary Reports A through G attached. This report discusses the activities conducted under this task order for the reporting period that coincides with the calendar month. *The HGL accounting period for this time frame is February 25 through March 31, 2017.* Therefore, costs associated with some activities accomplished during the calendar month, but outside the accounting period, may appear on the next month's invoice.

### 1. ACTIVITY FOR THE REPORTING PERIOD

#### TASK 1 – PROJECT PLANNING AND SUPPORT (PP)

##### Subtask 1.1 Attend Scoping Meeting

EPA and HGL held informal scoping meetings to define the project scope. Efforts for the scoping meetings were conducted as part of the contract requirements.

##### Subtask 1.2 Conduct a Site Visit

Costs for a site visit are allocated under Subtask 3.8.

##### Subtask 1.3 Develop Task Order Proposal

The original Task Order Proposal was submitted on December 14, 2016. Efforts to prepare the Task Order Proposal were conducted as part of the contract requirements.

##### Subtask 1.4 Negotiate Task Order Proposal

HGL negotiated the original Task Order proposal on January 23, 2017, and the Revision 1 Task Order Proposal was submitted on January 27. The Revision 1 Task Order Proposal was awarded March 6, 2017.

##### Subtask 1.5 Conflict of Interest (COI) Disclosure

The conflict of interest (COI) disclosure was submitted with the original task order proposal for task order 0061 as Attachment 1.

##### Subtask 1.6 Evaluate Existing Data and Documents

No activities were conducted under this subtask during this reporting period.

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### **Subtask 1.7 Site Management Plan (SMP)**

The SMP was developed and submitted to EPA for review on March 31.

### **Subtask 1.8 Sampling and Analysis Plan**

The Sampling and Analysis Plan (SAP) consists of the FSP, QAPP, and HSP. Costs for preparation of these planning documents are allocated under Subtasks 1.9, 1.10, and 1.11. The SAP and HSP were submitted to EPA for review on March 31.

### **Subtask 1.9 Field Sampling Plan**

### **Subtask 1.10 Quality Assurance Project Plan (QAPP)**

### **Subtask 1.11 Health and Safety Plan (HSP)**

### **Subtask 1.12 Project Management and Procurement**

The following project management activities occurred during the reporting period:

- *The project was set up in HGL's accounting system and charge numbers assigned.*
- *The project file was established in accordance with the contract requirements.*
- *The Deputy TOM and EPA TOPO communicated via telephone and by email regarding project issues and scheduling.*
- *Weekly cost tracking was performed.*
- *The template for the monthly progress report was prepared.*
- *A subcontract was procured for the aerial survey to be conducted.*

### **Subtask 1.13 Accommodate External Audit or Review**

In the event that EPA may require an external audit or review, HGL will accommodate the request; however, no costs are included in the TO proposal for this subtask.

## **TASK 2 – COMMUNITY RELATIONS (CR) – NOT ASSIGNED**

## **TASK 3 – FIELD INVESTIGATION/DATA ACQUISITION (FI)**

### **Subtask 3.1 Surveys**

No activities were conducted under this subtask during this reporting period.

### **Subtask 3.2 Mobilization/Demobilization**

No activities were conducted under this subtask during this reporting period.

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### **Subtask 3.3 Soil Boring, Drilling, and Testing**

No activities were conducted under this subtask during this reporting period.

### **Subtask 3.4 Environmental Sampling**

No activities were conducted under this subtask during this reporting period.

### **Subtask 3.5 Reuse Assessment**

No activities were conducted under this subtask during this reporting period.

### **Subtask 3.6 Physical/Chemical Testing**

Analysis and testing of soils will be performed as described in Subtask 3.4. Therefore, no costs have been included in the TO Proposal for this subtask.

### **Subtask 3.7 Field Generated Waste Management**

No activities were conducted under this subtask during this reporting period.

### **Subtask 3.8 Site Reconnaissance**

*Two HGL engineers conducted a site reconnaissance on March 23. Potential sampling locations were reviewed and notes compiled to assist in sending out access agreements.*

### **Subtask 3.9 Skipped in SOW**

No activities were conducted under this subtask during this reporting period.

### **Subtask 3.10 Ecological Characterization**

No activities were conducted under this subtask during this reporting period.

### **Subtask 3.11 Physical/Chemical Testing**

Analysis and testing of soils will be performed as described in Subtask 3.4. Therefore, no costs have been included in the TO Proposal for this subtask.

## **TASK 4 – SAMPLE ANALYSES (SN)**

Laboratory analysis of soil samples will be performed by the EPA Region 7 analytical laboratory; no HGL project costs are associated with these analyses. Costs for processing data received from the Region 7 Laboratory are allocated under Task 6.

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### TASK 5 – ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

#### **Subtask 5.1 Sample Collection, Preparation, and Shipping**

No activities were conducted under this subtask during this reporting period.

#### **Subtask 5.2 Develop Data Quality Objectives (DQOs)**

Development of DQOs will be performed during preparation of the SAP under Subtasks 1.9 and 1.10. Therefore, no costs have been included in the TO Proposal for this subtask.

#### **Subtask 5.3 Analytical Services Oversight**

Because laboratory analytical services will be performed by the EPA Region 7 Laboratory, this subtask is not required. Therefore, no costs have been included in the TO Proposal for this subtask.

#### **Subtask 5.4 EPA Region 7 Laboratory Coordination**

Coordination of sample delivery with the Region 7 Laboratory costs are allocated under Subtask 5.1. Therefore, no costs have been included in the TO Proposal for this subtask.

#### **Subtask 5.5 Laboratory Quality Assurance Program**

Because laboratory analytical services will be performed by the EPA Region 7 Laboratory, this subtask is not required. Therefore, no costs have been included in the TO Proposal for this subtask.

#### **Subtask 5.6 Sample Management**

Sample management costs are allocated under Subtask 5.1. Therefore, no costs have been included in the TO Proposal for this subtask.

#### **Subtask 5.7 Data Validation**

Because laboratory analytical services will be performed by the EPA Region 7 Laboratory, this subtask is not required. Therefore, no costs have been included in the TO Proposal for this subtask.

#### **Subtask 5.8 Review Data Usability**

Data usability review efforts are allocated under Subtask 6.1. Therefore, no costs have been included in the TO Proposal for this subtask.

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### **Subtask 5.9 Data Validation and Usability Reports**

Laboratory analytical services will be performed by the EPA Region 7 Laboratory, and data usability review efforts are allocated under Subtask 6.1; therefore, this subtask is not required. No costs have been included in the TO Proposal for this subtask.

## **TASK 6 – DATA EVALUATION (DE)**

### **Subtask 6.1 Data Usability Evaluation**

#### **Subtask 6.2 Data Reduction, Tabulation**

No activities were conducted under this subtask during this reporting period.

#### **Subtask 6.3 Data Comparison**

Costs for this subtask are included in Subtask 6.2. Therefore, no costs have been included in the TO Proposal for this subtask.

#### **Subtask 6.4 Data Summary - Technical Memorandum**

Costs for this subtask are included in Subtask 8.6. Therefore, no costs have been included in the TO Proposal for this subtask.

## **TASK 7 – TREATABILITY STUDY REPORT – NOT ASSIGNED**

## **TASK 8 – PRELIMINARY DESIGN (PD)**

### **Subtask 8.1 Project Delivery Strategy**

No activities were conducted under this subtask during this reporting period.

### **Subtask 8.2 Preliminary Construction Schedule**

#### **Subtask 8.3 Preliminary Specifications List**

No activities were conducted under this subtask during this reporting period.

#### **Subtask 8.4 Preliminary Drawings**

No activities were conducted under this subtask during this reporting period.

#### **Subtask 8.5 Preliminary Design Criteria Report**

No activities were conducted under this subtask during this reporting period.

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### **Subtask 8.6 Preliminary Design Report**

No activities were conducted under this subtask during this reporting period.

### **Subtask 8.7 Preliminary Cost Estimate**

No activities were conducted under this subtask during this reporting period.

### **Subtask 8.8 Land Acquisition Support**

No activities were conducted under this subtask during this reporting period.

### **Subtask 8.9 Land Acquisition/Easement Requirements**

No activities were conducted under this subtask during this reporting period.

### **Subtask 8.10 ARARs**

No activities were conducted under this subtask during this reporting period.

### **Subtask 8.11 Value Engineering Screening**

No activities were conducted under this subtask during this reporting period.

### **Subtask 8.12 Value Engineering Screening Support**

No activities were conducted under this subtask during this reporting period.

## **TASK 9 – EQUIPMENT/SERVICES/UTILITIES – NOT ASSIGNED**

## **TASK 10 – INTERMEDIATE DESIGN (PD) – NOT ASSIGNED**

## **TASK 11 – PRE-FINAL/FINAL DESIGN PACKAGE (FD)**

### **Subtask 11.1 Develop Subcontractor Award Documents**

Subcontract award documents will include the specifications, drawings, construction schedule, and PWS that will be prepared under subtasks described below. Therefore, no costs have been included in the TO Proposal for this subtask.

### **Subtask 11.2 Pre-Final Design Specifications**

No activities were conducted under this subtask during this reporting period.

### **Subtask 11.3 Pre-Final Drawings**

No activities were conducted under this subtask during this reporting period.

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### **Subtask 11.4 Pre-Final Design Criteria Report**

Design criteria to be used in the remedial design will be presented in the pre-final design report to be prepared under Subtask 11.5. Therefore, no costs have been included in the TO Proposal for this subtask.

### **Subtask 11.5 Pre-Final Design Report**

No activity was performed on this subtask during this reporting period.

### **Subtask 11.6 Pre-Final Construction Quality Assurance Plan**

It is assumed that the RA contractor will be required to prepare this plan for review and approval prior to beginning construction. Therefore, no costs have been included in the TO Proposal for this subtask.

### **Subtask 11.7 Draft Operation and Maintenance Manual**

As discussed during the scoping meeting, Kansas Department of Health and Environment (KDHE) personnel will be responsible for long term operation and maintenance (O&M) of the constructed remedy, and will therefore prepare the O&M manual. Therefore, no costs have been included in the TO Proposal for this subtask.

### **Subtask 11.8 Appendices**

Applicable material for the RD that is not otherwise captured elsewhere within the design package will be included as appendices in the pre-final design report to be prepared under Subtask 11.5. Therefore, no costs have been included in the TO Proposal for this subtask.

### **Subtask 11.9 RA Solicitation Package**

No activity was performed on this subtask during this reporting period.

### **Subtask 11.10 Pre-Final Cost Estimate**

No activity was performed on this subtask during this reporting period.

### **Subtask 11.11 Pre-Final Design Briefing**

No activity was performed on this subtask during this reporting period.

### **Subtask 11.12 Bidability, Operability, Constructability, Claims Prevention, Compliance Reviews**

No activity was performed on this subtask during this reporting period.

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### **Subtask 11.13 Project Delivery Strategy**

No activity was performed on this subtask during this reporting period.

### **Subtask 11.14 Final Design Package**

No activity was performed on this subtask during this reporting period.

## **TASK 12 – REUSE PLANNING (RV) – NOT ASSIGNED**

## **TASK 13 – POST REMEDIAL DESIGN SUPPORT**

### **Subtask 13.1 Pre-Bid Activities**

No activity was performed on this subtask during this reporting period.

### **Subtask 13.2 Pre-Award Activities**

Activities for post-RD support are included under Subtask 13.1. Therefore, no costs have been included in the TO Proposal for this subtask.

### **Subtask 13.3 Final Design Fact Sheet**

Activities for post-RD support are included under Subtask 13.1. Therefore, no costs have been included in the TO Proposal for this subtask.

## **TASK 14 – TASK ORDER CLOSE OUT (CO)**

### **Subtask 14.1 File Duplication, Distribution, and Storage**

No activities were conducted under this subtask during this reporting period.

### **Subtask 14.2 Return Documents to EPA**

No activities were conducted under this subtask during this reporting period.

### **Subtask 14.3 Copying of Deliverables on Electronic Media**

Efforts for this subtask are included under subtask 14.1.

### **Subtask 14.4 Task Order Completion Report**

Efforts for this subtask are included under subtask 14.1.

## **2. SCHEDULE AND COST VARIANCES WITH RECOMMENDED SOLUTIONS**

None to report this period.



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#### 3. OTHER PROBLEMS AND RECOMMENDED SOLUTIONS

None to report this period.

#### 4. CONTRACTOR INITIATED INNOVATIONS AND COST SAVINGS

None to report this period.

#### 5. ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD

Work scheduled for the next reporting period includes the following:

- *Continue weekly cost tracking and project management functions.*
- *Prepare the monthly status report and invoice.*
- *Mail the first round of access agreements to property owners.*
- *Conduct additional site reconnaissance for the ecological characterization and review potential sampling locations that were not observed during the first recon event.*

#### Report A: Task Order Summary

This report provides an overview of the entire Task Order, including current and cumulative expenditures, percent of project complete, current funding level, negotiated work plan hours and dollars, estimate to complete, and any open payment suspensions on the Task Order.

#### Report B: Cumulative Labor Report for Task Order

This report provides the cumulative expenditures by labor category for hours and dollars for the entire Task Order.

#### Report C: Task Level Summary

This report provides a summary of the expenditures for each task within the statement of work, including labor, subcontracts, travel, and other ODCs.

#### Report D: Current Labor Report

This report provides a summary of personnel for the reporting period and cumulative expenditures for all labor by task.

#### Report E: Subcontract Report

This report provides information on activities and costs of any subcontract efforts under the Task Order for each task.

#### Report F: ODC Report

This report provides information on ODCs incurred other than subcontract or travel under the Task Order for each task.

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#### **Report G: Travel Report**

This report provides information on travel directly related to the Task Order by task.